

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Consultant's Name]
[Consultant's Company]
[Consultant's Address]
[City, State, Zip Code]

Dear [Consultant's Name],

Subject: Termination of Consulting Contract

I hope this letter finds you well.

This letter serves as formal notice of termination of our consulting agreement dated [Consulting Contract Date], for [briefly state the nature of the contract, e.g., marketing consulting services].

As per the terms outlined in our agreement, the termination will be effective [Effective Termination Date]. We appreciate the services you have provided during the contract period.

Please ensure that any outstanding work is completed by the termination date, and submit any final invoices for payment.

Should you have any questions or require further clarification, feel free to reach out.

Thank you for your cooperation, and I wish you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company]